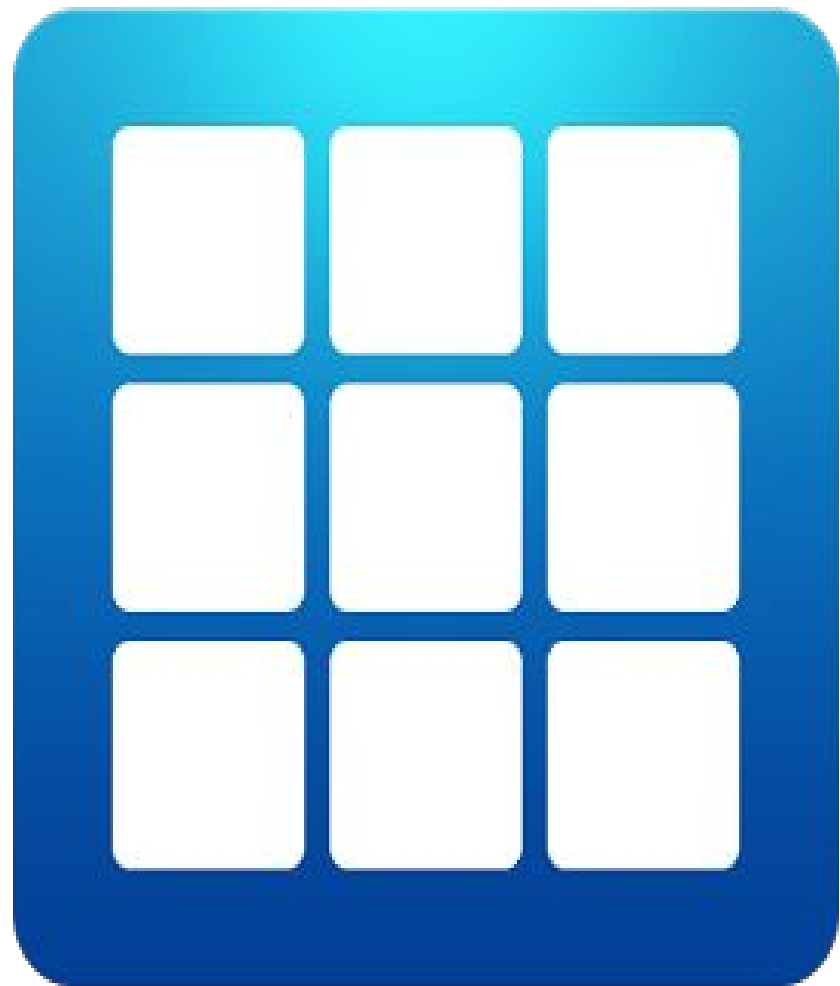


GOOGLE CALENDAR:  
AN ASSIGNMENT NOTEBOOK  
FOR ADULTS

PRESENTED BY KATE WILLIAMS

KAHOOT

LET THE GAMES  
BEGIN: OPEN YOUR  
CALENDARS!



VIEWING YOUR  
PERSONAL GOOGLE  
CALENDAR

# CREATING AN EVENT IN GOOGLE CALENDAR

- Click “Create” or choose day/time from the calendar you are viewing
- Event or Reminder option
- Repeat options
- Calendar choices **(4)**
- Location linked to Google Maps **(3)**
- Adding attachments
- Add notification(s)
- Time to share.....

<https://drive.google.com/file/d/0B1t2P74M4FCTS09jdWZydW5hZzA/view>



**NO WAIT, I'M  
NOT READY...**

INVITE OTHER PEOPLE  
TO YOUR EVENT



### Add guests

john@example.com

Add

### Guests can

- modify event
- invite others
- see guest list

- EMAIL ADDRESS OR NAME IF YOU HAVE THEM IN YOUR CONTACTS
- CHECK PRIVILEGES
- SUGGESTED TIME/FIND A TIME
- OK... NOW ITS YOUR TURN.

# STEPS TO CREATING A NEW CALENDAR

- CLICK ON THE DROPDOWN ARROW NEXT TO "MY CALENDAR"
- CHOOSE "CREATE NEW CALENDAR"
- NAME YOUR NEW CALENDAR AND PRESS "CREATE CALENDAR"



LET'S TALK  
ABOUT...SHARING.

**If you could read the directions  
before asking me a question**



**THAT'D BE GREAT**

# HOW TO SYNC YOUR CALENDAR TO YOUR PHONE

<https://support.google.com/calendar/answer/151674?hl=en>

1. GO TO "GEAR", CLICK SETTINGS
2. CLICK ON "CALENDARS", SELECT THE CALENDAR YOU WANT TO WORK WITH
3. SET TIME OF NOTIFICATIONS
4. METHODS OF NOTIFICATIONS-ALERT, EMAIL OR SMS

## NOTIFICATIONS

LINKING GOOGLE  
CLASSROOM TO  
CALENDAR

- GO TO YOUR GOOGLE SITE & ENTER EDIT MODE.
- SELECT INSERT CALENDAR AND CHOOSE THE CALENDAR YOU WANT TO INCLUDE ON THE SITE.

OR

- GO TO YOUR GC AND CLICK ON INDIVIDUAL CALENDAR TAB
- SELECT CALENDAR SETTINGS
- COPY HTML CODE & PASTE INTO YOUR SITE'S HTML EDITOR

HOW TO PUBLISH CALENDAR TO A GOOGLE SITE



# SHEETS TO CALENDAR/CALENDAR TO SHEETS

## Sheets-to-Calendar

1. Acceptable Values
2. Format Number Cells
3. Enter Information/Download as CSV
4. Create Calendar/Import Calendar
5. Choose CSV from Downloads

[Helpful Video](#)

## Calendar-to Sheets

1. Calendar Event Importer Add-on
2. Select Calendar
3. WATCH OUT FOR THE DATES!
4. Import
5. Format as needed

[Helpful Video](#)

# OTHER APPS

- SCREENCASTIFY
- HANGOUTS
- KAHOOT